

SHORTHAND ENGLISH

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**Tamil Nadu Government Technical
Examinations February 2022**

Question papers
with outlines and model answers

by

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Principal

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ADVANCED READING:-

TNGTE - JUNIOR - FEBRUARY 2022 - 1310 - CD.36/18,19

Respected Principal, teachers and my dear friends,

I feel honoured to welcome you all to this function. It is our / pleasure to invite the Chief Guest of Honour. We are very grateful for the valuable time that we get to // share with you. Arrangements for this function are going on for a few weeks and today we are inaugurating this /// with the hope that all of you will enjoy our fruits of labour well. This Annual Day function would not (1) have been possible without any of your support.

While welcoming to the function of Annual Day Celebrations of our College / I would like to extend gratitude on behalf of all the students to our Principal and Teachers who have granted // us permission to conduct this and to give credit for our college. It is a blessing for us to gain /// such tremendous support from our sponsors who have contributed so generously. We hope to work together with you in future (2) events as well. Our teachers have contributed a lot to the success of this event by guiding us through the / types of activities one should conduct. Last but not the least, the students have shown such a great zeal to // take part in the various activities and showcase their talents.

Before welcoming our respected Principal to speak a few words /// for students, let us know more about the sequence of events that will take place today. There are quite a (3) few events that will be hosted by talented students. We are sure that the participants have worked hard and prepared / well for the same. Students from different teams will also compete in various indoor games. We are eagerly waiting for // the games to begin now. The other events include elocution and students will speak on the given topic for three /// to five minutes. After such intense competitive events, the students have also very kindly volunteered to entertain us through singing (4) and dancing performances. All the best

to everyone participating. There will also be a prize distribution function in the evening / today for the winners, by the honourable Chief Guest of Honour. Now let us begin the event for this day // and prior to that allow me to welcome our respected Principal to encourage students with his inspiring words. We have /// all given our best and we sincerely hope that you have a good time and enjoy the function. Thank you. (5)

Letter dated 12th December 2021 from the Manager, Ganga and Company, Salem to the Manager, Veni Trading Company, Coimbatore.

Dear / Sir,

We would like to inform that we sent you an urgent order for some electrical goods on the 3rd // instant and you have acknowledged it on the 5th instant informing us that the goods would be assembled at once /// and dispatched by the first available passenger train. But, we regret to inform you that so far the goods have (6) not reached us and the delay has resulted in considerable loss of business to us.

In this connection we request / that if the goods are not already in transit, please expedite their dispatch and kindly let us know when we // may expect to get them. We are sorry to inform that if we do not hear from you within a /// week's time, we shall be forced to cancel the order.

Hoping to hear from you at the earliest,

Yours faithfully,

IMPROVE YOUR SPELLING - Write five times daily the following words

Principal
honoured
pleasure
guest
grateful
inaugurating
labour
welcoming

celebrations
college
permission
tremendous
sponsors
generously
guiding

zeal
showcase
participants
competete
eagerly
elocution
competitive

volunteered
Coimbatore
acknowledged
expedite
hear
cancel

ADVANCED READING

TNGTE - Intermediate - February 2022 - 1508 - CD.138/18,19

Addressing the gathering of the Annual Day Celebrations of the Women's College, Distinguished Chief Guest Said:

I have great pleasure in addressing this Annual Day / function of your famous college and to say a few words on this auspicious occasion. I hope that all of you would have participated in // different kinds of competitions conducted by your college and some of you would have won in these competitions and expecting prizes which will be distributed /// to you. You have arranged some cultural programmes which will be performed by you soon and we, who sit on the dais are eagerly waiting (1) to witness the same.

Besides your regular course of study everybody should participate in the extra-curricular activities especially sports and games which will / enable you to improve your health conditions because healthy citizens are the assets of the nations. Competitions conducted are not only for winning but also // to gain experience and knowledge. All the participants cannot win. Participating in the extra-curricular activities will improve your health condition as well as knowledge.

After /// you leave your college, everybody will seek a job for survival. For all jobs, a minimum qualification has been prescribed. You have all acquired a (2) minimum qualification for employment as clerk or equivalent post in State, Central or Public Sector Undertakings or Private companies. Besides this, your extra-curricular activities will / also provide opportunities for job or self employment. In Government or private job, reservations have been provided for sportsmen who have received certificates or medals // in State and National Level competitions. Other extracurricular activities like singing and playing musical instruments, etc. will provide you self-employment. Everyone has got some /// hidden talents with them. It is the duty of the teachers to bring out the same from the students and motivate them in such a (3) way.

During your college days you have enormous time. That time should be utilized for some useful activities without wasting them. You have to utilize / each and every minute for your future career. If time permits you can also learn job oriented courses such as typewriting, shorthand

[Handwritten notes in a cursive script, likely a student's response or commentary on the text.]

and computer for // which there are plenty of opportunities. Since we are living in the computerized world and most of the activities are computerized we need more knowledge /// to operate computers efficiently and effectively which can be acquired by learning typewriting. After the completion of your college studies you will not find sufficient (4) time for all these things. But, at the same time you should concentrate more in your regular course of study. I am happy to know / that more importance is given for discipline in this college.

In this connection I wish to inform you that a man's education is the education // of the individual whereas a woman's education is the education of the nation. I am not going to take much of your time since you /// have many programmes in connection with this function and with these words I conclude my speech by thanking you all for giving me this opportunity. (5)

Letter from the Manager, Ravi and Company, Sellers of Books and Stationeries, Coimbatore to Manager, Ganga and Company, Manufacturers of Stationeries, Ooty.

Dear Sir,

We / are glad to inform you that we are the leading merchants of various stationeries and books in this area. We are supplying all kinds of // stationeries to various schools and colleges and also various offices of State, Central Government, Public Sector Undertakings and Private Companies. We came to know that /// you are manufacturing all kinds of stationery materials and supplying at concessional rates on bulk orders. In this connection, we would request you to kindly (6) send us your catalogue so as to enable us to place orders with you for stationery materials of various kinds. It will be very helpful / if you could offer some extra discount for us. If you decide so, please let us know the same.

Due to Covid 19, the schools // and colleges were not functioning for a long time. Now, all the schools and colleges are functioning and hence there is demand for the stationery /// articles. As our regular customers are pressing us for their requirements we request you to kindly give top priority to us.

Thanking you,

Yours faithfully, (7)

@@@*@@*@@*

ADVANCED READING

TNGTE-INTER-II PAPER-February 2022-1205 - CD.1322/22,23

1. Sealed tenders are invited from the Commissioner of Municipal Administration and Water Supply, Chennai for the construction of First Floor of Commissioner's Quarters in Thoothukudi / City Municipal Corporation. Tender Value is Rs.27 lakhs. Tenders should accompany a sum of Rs.27 thousand as Earnest Money Deposit by means of Demand Draft // drawn in favour of Commissioner and payable at Chennai. Tenders duly filled and accompanied by Demand Draft for Earnest Money Deposit will be received upto /// 3.00 p.m on 24th December 2021 and will be opened on the same day in the presence of tenderers at 3.30 p.m. Further details (1) can be had from the website of the Commissionerate. The Commissioner, reserves the right to accept or reject any tender without assigning any reason therefor. / Draft Tender Notice.

(25 Marks)

2. Supreme Court of India, New Delhi invite applications from Indian Citizens for the post of Director (Library). Basic Pay for the post // is Rs.1,23,100/- plus other allowances as per rule. Educational Qualifications prescribed for the post are Degree in Law, Master Degree in Library Science, Diploma /// in Computer Application or Knowledge of Computer Operation. Four years of experience required. Details of scheme of examination, age and general instructions prescribed can be (2) downloaded from the Supreme Court's website. The application in sealed cover indicating "Application for the Post of Director(Library)" should be sent to Branch Officer, Recruitment / Cell, Supreme Court of India, New Delhi before 31.12.2021. Draft Advertisement.

(25 Marks)

3. Seven students of a Private Engineering College in Salem were going to Udhamandalam in // Nilgiris District by private car after the college had announced holidays due to the corona virus threat. As they reached Pazhankarai near Avinashi, Tiruppur District about /// 40 kilometers from Coimbatore in the early hours of Thursday, the car driver is said to have lost control over the vehicle and rammed it (3) into the lorry from the rear. Four students and the driver were killed on the spot and three others were injured. It is said that / the students who were killed in the accident were identified and they were about 21 years old. While two of the injured were admitted to // a private hospital near Tiruppur, one was taken to Coimbatore and admitted in the Government hospital. Fearing arrest, the lorry driver fled the scene. The /// mishap came after a month of a major accident which killed 19 people a few kilometers away from this spot. Draft an eye witness account. (4)

(25 Marks)

Answer to Qn.1

MUNICIPAL ADMINISTRATION AND WATER SUPPLY

Chennai – 600 002

TENDER NOTICE

No.CQ/TCMC/12 dated the 1st December 2021

SEALED TENDERS are invited for the following work:

Details of work	Construction of First Floor of Commissioner's Quarters in Thoothukudi City Municipal Corporation
Value of Tender	Rs.27 lakhs
Earnest Money Deposit	Rs.27,000/- (Rupees twenty seven thousand only) by means of Demand Draft drawn in favour of Commissioner and payable at Chennai
Last date	Tenders accompanied by DD for EMD will be received up to 3.00 p.m. on 24 th December 2021
Opening of Tenders	3.30 p.m. on 24 th December 2021 in the presence of attending tenderers or their authorised representatives.
For more details	Visit the website of the Commissionerate

The Commissioner reserves the right to accept or reject any tender without assigning any reason therefor.

OTHER TERMS AND CONDITIONS:

1. Incomplete tenders or tenders without Earnest Money Deposit will be summarily rejected.
2. Tenders received after the due date and time will be rejected.
3. Canvassing in any form is a disqualification.

Sd/-
COMMISSIONER

Attention students: It is not necessary to give other terms and conditions. If you don't have time in exam hall, you need not give this. Marks will not be deducted if you omit other terms and conditions. It is important that you cover all points given in the dictation.

Answer to Qn.2

SUPREME COURT OF INDIA

New Delhi 110 002

requires

DIRECTOR (LIBRARY)

Applications are invited from Indian citizens for the post of Director (Library) details of which are as under:

Name of Post	DIRECTOR (Library)
No. of posts	1
Basic pay	Rs.1,23,100/- plus other allowances as per rules
Educational qualifications	Degree in Law, Master Degree in Library Science, Diploma in Computer Application or knowledge of Computer Operation
Experience	Minimum four years
Last date	31 st December 2021
Details of Scheme of Examination, age and general instructions	Can be downloaded from the Supreme Court's website.

Intending candidates should send applications in sealed cover superscribing the cover as "Application for the post of Director (Library)" to

The Branch Officer

Recruitment Cell
Supreme Court of India
New Delhi 110 002

Answer to Qn.3

S. GEETHA
Cell: 9845756812

47 Raman Nagar,
Pazhankarai – 641 654
Avinashi, Tiruppur District

24th February 2022

CAR-LORRY COLLISION CLAIMS 5 LIVES IN PAZHANKARAI

In the early hours of today, Thursday the 24th February 2022, I had the misfortune to witness a dare-devil accident which claimed five lives. Seven students of a private Engineering College were going to Udhagamandalam in Nilgiris District by a private car after the college had announced holidays due to the corona virus threat.

As their car reached Pazhankarai near Avinashi, Tiruppur District, about 40 kilometres from Coimbatore, the car driver lost control of the vehicle and rammed it into the lorry from the rear. In the pathetic accident four students and the driver were killed on the spot. Other three students were injured. Those who were killed were about 21 years old. Out of the three injured, two were admitted to a private hospital near Tiruppur while the other was taken to Coimbatore and admitted in the Government hospital. Fearing arrest, the lorry driver fled the scene.

This mishap came after a month of a major accident which killed 19 people a few kilometres away from this spot. As the area is accident-prone, it is sine-qua-non that the concerned officials take appropriate steps to avert recurrence of similar accidents at least in future.

Sd/-
S. GEETHA

**SECTION II
(Maximum Marks: 100)
PITMAN'S SYSTEM**

- I. Elaborate the notes dictated to you in proper Letter or documentary form for signature Wherever required 80
- II. (a) What are the qualities of phraseogram? 3
(b) What is diphthong and how they are represented? 3
(c) Which strokes are halved for 'd'? Give one example for each. 2
- III. (a) How dot 'ing' is written? Give one example for each. 5
(b) When doubling principle is not employed? Give examples. 2
- IV. Write the following in shorthand:- 5
(a) Representative
(b) Yesterday
(c) Familiarise
(d) Able to make
(e) You will be able to

ANSWER TO THEORY QUESTIONS

II. (a) What are the qualities of a phraseogram?

Ans: Legibility, Lineality and Facility are the qualities of a phraseogram.
LEGIBILITY: The phraseogram should be legible.
LINEALITY: The phraseogram should neither ascend too far above the line nor descend too far below the line.
FACILITY: The phraseogram should be easy to write.

II. (b) What is diphthong and how are they represented?

Ans: "A diphthong is a union of two vowel-sounds in one syllable". (Prof. Skeat). There are four common diphthongs, namely, i, ow, oi and u as heard in the sentence I now enjoy music. They are represented as follows:

i — v — OW — ^ — oi — > — U — a —
 Examples: type — y — boy — v — vouch — y — pure — v —

II (c) Which strokes are halved for 'd'? Give one example for each.

Ans: In words of one syllable, heavy strokes, without a final hook or a joined diphthong, are halved for 'D' only.

Examples: bray — y — brayed — y — gray — e — grade — e —

III. (a) How dot 'ing' is written? Give one example for each.

Ans: The dot ' -ING' is written:

- (a) After light straight down strokes and downward R:
 paying — y — eating — | — hearing — y —
- (b) After circle -NS, after 'k' and 'g' hooked for 'f' or 'v':
 prancing — y — coughing — y — waning — y —
- (c) After a half-length or a double-length stroke where no angle would be obtained by the use of the stroke 'ng' —
 — x —

matting — c — fielding — y — muttering — u —

(d) Generally after a contracted logogram:

Remembering — y — coming — . — thanking — c —

III. (b) When doubling principle is not employed?

Ans: The doubling principle is not employed

(a) When a vowel follows final -tr, -dr, etc., because a final vowel requires a final stroke for the vowel sign:

Flatter — c — flattery — y — anger — y — angry — s —

(b) In words like Panther — y — Arthur — y —, where the 'thr' is a light sound.

IV. Write the following in Shorthand:

- (a) representative — y —
- (b) yesterday — y —
- (c) familiarise — y —
- (d) able to make — y —
- (e) you will be able to — y —

— x —

ADVANCED READING

Handwritten Tamil text in a vertical column on the left side of the page, written on a background of horizontal dashed lines. The text is dense and covers most of the left margin.

Hon'ble Speaker, Sir,

I have great pleasure in rising to present to this August House the Revised Budget Estimates. I am glad to inform that it is my privilege and / honour to present my maiden budget as Finance Minister of Tamil Nadu. For this I thank our Hon'ble Chief Minister for giving me this opportunity. I wish to say that // in response to the address of His Excellency the Governor, the Honourable Chief Minister of Tamil Nadu noted that our culture has a practice of paying homage to our ancestors. /// I also follow his footsteps and start by paying my respects to our ancestors. The guidance and wise counsel of the Honourable Chief Minister has a deep imprint on this (1) Budget. I am happy to say that the Honourable Chief Minister has made several promises to the people in the Election Manifesto. It finds a place in the Vision Document / of the Honourable Chief Minister for a New Dawn. I am proud to inform that many elements of the Vision Document have been converted into schemes and projects in the // budget to be implemented by various Government departments.

I wish to inform this august House that the Revised Budget will only impact the remaining six months of this financial year. /// The sheer magnitude of the second wave of COVID over the past few months, and its health and economic consequences have further constrained the flexibility of the Government which was (2) already in a precarious fiscal position. It gives me much pleasure to say that our primary ambition for this revised budget is to lay the strongest foundation for the full / budget which this Government will present in about six months. The honourable Members of this House will appreciate that the Honourable Chief Minister has also clearly established the model for // approach of this Government with transparency, engagement with society, inputs from experts and decisive action as the four key components. This approach was very evident in the Government's response to /// the second wave of COVID-19, and the universally recognized results have proven the value of this model. I would like to say that the first step in rectifying any problem (3) is to recognise its existence and to understand its magnitude. The White Paper shows that this Government understands the complexity and depth of the problems we face, as well as / our commitment to address the problems through firm, determined and dedicated action. Even as we improve the fiscal situation, we will prioritise the promises made in election manifesto and implement // them in a phased

Handwritten text in Tamil script, likely a transcription of the printed text on the right. The text is written on a set of horizontal lines and covers the entire left side of the page.

manner. I would like to say with pride that Honourable Chief Minister on the day of assumption of office passed five orders implementing important promises made /// in the Election Manifesto.

I have no doubt that the people of Tamilnadu fully appreciate both our intention and our capacity for responsive action. One of the promises made in (4) the election manifesto was the presentation of a separate Agriculture Budget. I am happy to inform the House that my colleague, the Hon'ble Minister for Agriculture and Farmers Welfare will / present the Agriculture Budget tomorrow. Special attention has been paid not just to the expeditious disposal of the petitions but also to ensure that the grievances are satisfactorily redressed. With // this, the assurance of this Government that all the grievance petitions received by the Honourable Chief Minister will be disposed of within hundred days from assumption of office has been /// implemented. This single achievement will no doubt set the tone for the rest of this Government's tenure in office. With these few words I conclude my speech. Thank you all. (5)

Letter from Raman and Company, Wholesale Fruit Seller, Nehru Street, Udthagamandalam to Kannan and Sons, Fruit Merchant, Raja Street, Coimbatore.

Dear Sirs,

We are in receipt of your letter of / the fourth instant in which you have requested us to send one hundred kilograms of plum fruit which is popularly known as Ooty Apple by Railway Parcel Service and you // have also reminded us again through your e-mail. In this connection, we wish to inform you that the delay is due to labour problem. However, we will carry out your /// order within a day or two. We regret for the delay and inconvenience caused due to this. On receipt of the fruits kindly acknowledge the receipt of the same by (6) email. We would like to inform you that now we have sufficient stock of this fruit and orders have been received from various merchants. The fruits now we have in / stock is of superior quality and tasteful. We hope that people in your locality will no doubt like it. If you require some more quantity of fruits kindly let us // know about your requirements. Considering the long standing business relationship between us we wish to give top priority to your orders.

We are happy to inform you that we are /// also dealing with high quality of various Nilgiris vegetables at reasonable price. If you have any idea, kindly let us have your requirements. Hoping to hear from you,

Yours faithfully, (7)

ADVANCED READING

Senior Condensation - February 2022 - 1608 - CD.2322/43,44

Honourable Speaker, Sir,

I have great pleasure in dedicating this Agriculture Budget to those farmers who struggle at national capital with brave hearts to agitate against the farm laws and / presenting this before the Assembly. I extend my gratitude to the Honourable Chief Minister for allowing me to present the first Agriculture Budget. I also offer my heartfelt thanks to // Honourable Chief Minister for giving me this opportunity to present this first and exclusive Agriculture Budget and for making me honoured in the hundredth year in the history of the /// Tamil Nadu Legislature. With an idea to impress the world that agriculture does not exist in the absence of farmers' welfare, the Honourable Chief Minister has renamed the Department as (1) Agriculture and Farmers Welfare Department and made the farming community feel proud.

A grand project will be implemented in a span of five years to ensure an overall agricultural development / and self-sufficiency in all the villages of Tamil Nadu. The objective of this scheme is overall development of all the villages with self-sufficiency in Agriculture. Each year, one-fifth of // Village Panchayats will be identified and as such, the scheme will be implemented in all Village Panchayats in five years. Fallow lands are the next level of hope to expand /// agriculture in Tamil Nadu. Area under cultivation will be increased by making the fallow lands into cultivable lands.

Many small and marginal farmers in Tamil Nadu are engaged in dry (2) farming. The main objective of the Department of Agriculture is to alleviate the sufferings of these people who depend on rain. With an aim of increasing the income of rainfed / farmers, Chief Minister's Dry land Development Mission scheme will be implemented in three lakh hectare during the current year on cluster basis. In addition, financial assistance will be provided for // planting high value tree saplings, establishing farm machinery, custom hiring centres and value addition machinery centres in the selected clusters.

Indiscriminate use of chemical fertilizers and pesticides by farmers have /// greatly reduced the prevalence of earthworms and affected the soil fertility and environment. As a result, people are affected with various health issues. It is observed that awareness among people is (3) gaining momentum and the need for organic produce

கீழ்க்கண்டவாறு
 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
 உறுதிப்படுத்துக.

1. கீழ்க்கண்டவாறு
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 உறுதிப்படுத்துக.

3. கீழ்க்கண்டவாறு
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 பணிகளை மேற்கொள்ள
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4. கீழ்க்கண்டவாறு
 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
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 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
 உறுதிப்படுத்துக.

6. கீழ்க்கண்டவாறு
 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
 உறுதிப்படுத்துக.

7. கீழ்க்கண்டவாறு
 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
 உறுதிப்படுத்துக.

8. கீழ்க்கண்டவாறு
 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
 உறுதிப்படுத்துக.

9. கீழ்க்கண்டவாறு
 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
 உறுதிப்படுத்துக.

10. கீழ்க்கண்டவாறு
 உறுதிப்படுத்தப்பட்டுள்ள
 பணிகளை மேற்கொள்ள
 உறுதிப்படுத்துக.

is greatly felt among consumers to enhance immunity. With this in mind, the Hon'ble Chief Minister of Tamil Nadu made an announcement / to create a separate wing for Organic Farming in the Department of Agriculture. The Farmers who adopt organic farming will be encouraged with provision of inputs subsidy.

This Department shoulders // a great responsibility of collecting, conservating and showcasing these traditional paddy varieties grown in Tamil Nadu. For this, steps will be taken to multiply seeds of these traditional varieties in /// State Seed Farms functioning in various districts of Tamil Nadu. Lot of youngsters in Tamil Nadu choose Agricultural Education. The agriculture sector will prosper at rapid pace only when these (4) youngsters become job creators rather than job seekers. Keeping this in mind, this Government will focus its attention to make agricultural graduates as entrepreneurs. For this, capacity building trainings will / be imparted to students during their graduation itself.

I request the Hon'ble members of this August House to extend their kind cooperation and to allocate funds from their Constituency Development // Fund as per the needs so as to ensure implementation of specific works apart from the ones put forth in this Budget.

Before concluding my speech I sincerely thank the /// Honourable Chief Minister for having given me an opportunity to present this budget in this August House and also for having made me a part of history. Thank you all. (5)

Senior Ealboration - February 2022 - 1608 - CD.2322/43,45

1. Sealed Tenders are invited from the First Class Contractors by the Executive Officer, Viraganur Town Panchayat, Salem District for providing Black Top Road at 7th Ward, Vasantham Nagar under Tamil / Nadu Urban Roads Infrastructure Fund Scheme. Work Cost is Rs.50 lakhs. Earnest Money Deposit is Rs.1 lakh. Document cost is Rs.10 thousand. Period of completion of work is six months. // Tender documents can be downloaded from the official website from 27th November 2021 to 9th December 2021 upto 5.00 pm. Tenders will be received till 10th December 2021 upto 3.00 /// p.m. and will be opened on the same day at 3.30 p.m. The Executive Officer reserves right to accept or reject any tender without assigning any reason thereon. Draft a (1) Tender Notice.

(20 Marks)

2. National Testing Agency, New Delhi invites Applications on behalf of National Highways Authority of India for the post of Deputy Manager, Finance and Accounts. Salary Rs.56,000 with Grade / Pay of Rs.5400. Candidates should have obtained Bachelor Degree in Commerce with four years experience in Financial Accounting. Age Below 35 years for General candidates and relaxation will be as // per the rules. Application should be sent through online. Starting date of application 30.10.2021 and last date for submission of application is 29.11.2021. Application fee is Rs.500 charged only for /// General Category and Other Backward Class categories. Crucial date for determining eligibility is the last date of receipt of online application. Selection will be made on the basis of written (2) test, skill test and interview marks. Draft Advertisement.

(15 Marks)

3. Draft a letter to the Editor, The Hindu about the auto drivers' menace and request to take action by concerned authorities. In / Chennai, at some of the bus stops, auto drivers block the entrance of the busbay parking their autos while the bus stops at the Bus stop and prevent the public // to enter into the buses, especially, during peak hours. The public who reserved for Train could not reach the Railway Station in time and thereby miss the Train. The auto /// drivers are aware of the various train timings and indulging in such activities so as to hire their autos. In such situation, while the public try to engage auto, the (3) auto drivers charge huge amount.

(10 Marks)

4. The Kerala Government Volvo bus that can seat around 50 people was going to Ernakulam from Bengaluru in Karnataka was hit by a lorry coming / from the opposite side on a highway in Tirupur of Tamil Nadu. In this accident over 19 people who travelled in the bus were killed and twenty-three were injured. They // have been taken to different hospitals. In visuals, the right side of the white bus is seen completely mangled, the driver's area is smashed in and the damaged bus lies /// tilted. Reports said that the tyre of the truck burst while it was in speed, and it rolled on to the road before colliding with the bus. Draft eye-witness account.

(4)

(10 Marks)

POINTS

- First agriculture budget
- 100th year in the history of TN Legislature
- Agriculture Department renamed as Agriculture and Farmers' Welfare Department
- Overall agricultural development in five years.
- Chief Minister's Dry Land Development Mission Scheme
- Organic Farming
- Agricultural graduates as Entrepreneurs

AGRICULTURAL DEVELOPMENT FOR STATE'S BONANZA

Presenting the First Agriculture Budget in the 100th year of Tamil Nadu Legislature, the Honourable Finance Minister stated that the Honourable Chief Minister, to give importance to agriculture, renamed Agriculture Department as Agriculture and Farmers' Welfare Department.

FALLOW LANDS – Next level of hope for boosting agricultural production

To make all villages in Tamil Nadu self-sufficient in five years, one-fifth of villages would be identified and agricultural development schemes implemented every year. Agricultural production could be increased by making fallow lands into cultivable lands, he added.

DRY LAND DEVELOPMENT MISSION SCHEME

To enhance the income of rain fed farmers. the Chief Minister's Dry Land Development Mission Scheme would be implemented in three lakh hectares on cluster basis. Financial assistance would be provided for planting high value tree saplings, establishing farm machinery, etc., in selected clusters.

ORGANIC FARMING

Awareness among people was gaining momentum for organic produce as indiscriminate use of chemical fertilisers and pesticides had greatly reduced earth worms, affected soil fertility and environment. The Honourable Chief Minister announced creation of a separate wing for Organic Farming in Department of Agriculture. The farmers who adopt organic farming would be encouraged with provision of inputs subsidy, he added.

CAPACITY BUILDING TRAINING FOR AGRICULTURE GRADUATES

As lot of youngsters take to Agriculture Education, Government would focus attention to make the agriculture graduates as entrepreneurs and provide capacity building training during their graduation itself. He concluded by requesting the Honourable Members to allocate funds from their Constituency Development Fund to ensure implementation of all development works announced in the Budget.

No. of words in epitomized passage above (excluding heading and sub-heading) .. 233

Answer to Qn.1

Viraganur Town Panchayat
Salem 635002, Salem District

Tender Notice VTP/27/2021 dated 5th November 2021

Sealed Tenders are invited from the First Class Contractors by the Executive Officer for the following work:

Details of work	Black Topping of Road at 7 th ward, Vasantham Nagar under Tamil Nadu Urban Roads Infrastructure Fund Scheme.
Cost of work	Rs. 50 lakhs
Earnest Money Deposit	Rs. 1 lakh
Cost of Tender Document	Rs. 10,000
Period of completion	6 months from the date of awarding the contract
How to get tender documents	Tender document can be downloaded from the official website from 27 th November 2021 to 9 th December 2021 up to 5.00 pm.
Last date for Receipt of completion of tender	10th December 2021, 3.00 pm.
Opening of Tender document	10 December at 3.30 pm in the presence of attending tenderers

The undersigned reserves the right to accept or reject any tender without assigning any reason therefor.

Other terms and conditions

1. Tenders received after the last date will be rejected.
2. Tender not accompanied by Earnest Deposit will be rejected summarily.
3. Canvassing in any form is a disqualification.

Sd/-

EXECUTIVE OFFICER

Answer to Qn.2

National Testing Agency
New Delhi 11002

Requires

Deputy Manager, Finance and Accounts.

On behalf of National Highways authority of India, applications are invited from eligible candidates for the post of Deputy Manager, Finance & Accounts.

Name of post	Deputy Finance and Accounts
Salary	Rs. 56,000
Grade Pay	Rs. 5,400
Qualifications	Bachelor degree in commerce
Experience	Minimum in 4 years in Finance accounting
Age	Below 35 years for general candidates - Relaxation will be as per the rules.
Mode of application	Through online only
Starting date of Application	30 th October 2021
Last date for submission of application	29 th November 2021
Application Fee	Rs.500 (charged only for general and other backward class categories)
Crucial date for determining eligibility	Last date of receipt of online application.
Selection process	The candidate will be selected on the basis of written test, skill test and interview marks.

Answer to Qn.3

From
M. Jayalakshmi
18, 11 Avenue
Bharathi Salai
Arumbakkam
Chennai 600 106

To
The Editor
The Hindu
Chennai 600 032.

Dear sir,

Auto Drivers' Menace

I enclose herewith a brief write-up detailing the Auto Drivers' Menace. I request you to kindly to publish the same in your newspaper under Letters to the Editor column so as to draw attention of the concerned authorities for taking necessary stringent action against the erring Auto Drivers in the interest of travelling public.

Thanking you,

Yours faithfully,

M. Jayalakshmi.

Encl: Write-up

Auto Drivers' Menace

Of late the Auto Drivers' menace is causing serious concern among the Travelling Public. Hence immediate action is warranted.

In Chennai at some of the bus stops Auto Drivers block the entrance of the bus-bay, parking the autos while the bus stops at the bus stops. They indulge in this practice to prevent the public from entering into the buses especially

during peak hours. In view of this, the public are not able to get into the buses and reach the Railway station in time with the result, the passengers who reserved for train miss the train. The Auto Drivers are aware of the various train timings. As the auto drivers block public from getting into the buses and passengers cannot reach station in time, they are forced to hire their autos. While the public try to engage autos, the auto Drivers charge huge amount. This is a serious problem going on in our area. It is time that the concerned authorities plunge into action, book the erring auto drivers and help the public.

Date: 10th February 2022

M. Jayalakshmi

Answer to Qn.4

K. Prashanth, B.Sc.,

10 Ram Nagar
Tiruppur 641 601

25th February 2022

Fatal Accident in Tiruppur

While I was in a tea shop in Tiruppur today at about 5 a.m., I was shocked to see a fatal accident. A Kerala Volvo bus belonging to Kerala Government that can seat around 50 people was on its journey to Ernakulam from Bengaluru in Karnataka. While the bus was going fast on a Highway in Tiruppur, it was hit by a lorry coming in the opposite direction. In the fatal accident over 19 people who travelled in the bus were killed and 23 injured.

As soon as I heard a big thud and saw the accident, I immediately alerted the Police control room. Police came to the spot within minutes and moved the injured passengers to different hospitals. It was noticed that the right side of the white bus was mangled, the drivers' area smashed and the damaged bus got tilted. As per the report, the tyre of the truck burst while it was in speed and it rolled on to the road before it collided with the bus. It is high time that the drivers maintain their vehicles properly, check the pressure of tyres periodically and drive with utmost caution.

K. Prashanth

(12) Answer to

TINGTE – 150 wpm – February 2021 – II paper – Code: 280

MAIN POINTS:

Rs.50 Lakhs Interest payment as per Court Order
Pollution of water bodies & Free Mosquito Nets to poor
Increase installed capacity in Electricity Board
Private Forests Act

rope in big companies to provide free mosquito nets to poor people in Tamil Nadu, he suggested.

As a major portion of funds requested in the Supplementary Budget related to Electricity Board, he opined that in lieu of funds to overcome difficulties, the Government could increase the installed capacity which would ensure regular power supply.

PRIVATE FORESTS ACT

The Honourable Member stated that in his Kanyakumari District, seventy thousand acres of private patta land comprising of plantations and houses had been notified under the Private Forests Act. He beseeched for exemption of those lands from the Act. He also requested the Government to grant pension immediately to those who took part in the agitation during the formation of Kanyakumari district as they helped in annexing many areas from neighbouring State. Kanyakumari district had lot of natural resources but no job opportunities except in rubber plantations. He requested the Government to start many industries to create job opportunities.

(No. of words excluding heading and subheadings .. 279)

For information of students:

Rough draft not compulsory. You need not transcribe and then answer.

1. One main heading and one sub-heading compulsory.
2. Using indirect form of speech and past-tense language compulsory.
3. Counting the number of words and entering at end is compulsory.
4. Ensure all points are covered in your answers.

FREE MOSQUITO NETS TO POOR PEOPLE

Speaking on Supplementary Demand for Grants in the Legislative Assembly, an honourable Member wanted to know whether the expenditure on supply of essential commodities for festival season was initial or additional expenditure.

Expressing concern over the Court Order to pay Rupees Fifty Lakhs as interest due to delay in returning leasing amount to a company, he urged to take action on the officials responsible. Regarding cyclone relief expenditure he requested the Minister to clarify whether that would be included in the next supplementary budget at least.

HUNDRED CRORES FOR WATER BODIES

The Honourable Member lauded the Government for spending Rupees Hundred Crores for preventing pollution of water bodies. To fight diseases spread by mosquitoes, big companies in African countries were providing free mosquito nets to people. Likewise, the Government could

ADVANCED READING

TINGTE - FEBRUARY 2022 - 150 wpm - II ppr - 1231- CD.339/19,21

Handwritten notes in Urdu script, appearing to be a transcription or commentary on the printed text. The notes are written in a cursive style on lined paper.

Mr. Speaker, I have great pleasure in welcoming the new schemes announced in this Budget. First and foremost, I would like to thank you for giving this opportunity to speak on the Budget.

I have no doubt / that this budget has been prepared after a lot of consultation. I would like to say that the Hon'ble Finance Minister has paid much attention to the relief measures during the recent floods. In this connection, I would // like to thank him for providing Five Hundred Crore Rupees towards flood relief. I am certain that this would go a long way in helping those affected to a great extent.

At the same time, due to /// floods in the last two years, the farmers who have spent huge amount on grains lost their crops totally. In other words, these two years have been a total disaster. I would therefore like to request the Government (1) to waive the short term loans of all farmers. I hope and trust that this would enable them to get ready for the next season.

The next point I wish to make relates to the fair price / shops. At the outset, I wish to congratulate the Government on introducing smart cards for the first time in the country. I am sure that this would enable the Government to prevent diversion of ration commodities to other // parts of the country. This will also help to remove bogus cards resulting in a lot of savings.

At the same time, I wish to bring to the attention of the Government one important thing. Now, /// it has been made necessary that the head of the family is required to be present in the shops to receive rations. However, it has to be borne in mind that this is not practically possible at all times. (2) In the light of the above, the Government should issue orders to permit any one of the family members to receive their rations. In the same manner, they should be allowed to get rations from any part / of the State.

Next, I would like to refer to the issue of Dearness Allowance for Government servants. Hon'ble Members are aware that the increase in Allowance is made twice a year. As the Hon'ble Leader of the // House pointed out, this was stopped last year to mobilize funds to fight Covid infection. I am glad to see that things have now become better as far as our State is concerned. I would therefore request /// that the Dearness Allowance for all Government staff be

increased suitably as early as possible.
 The next issue relates to fishermen who operate along the long coastline of our State. I would like to recall that this Government (3) for the first time gave them diesel subsidy during their previous regime. In this connection I would like to point out that the Fishermen find it very difficult to run their lives during ban period of about / two months each year. It is a matter of necessity that the Government should increase the relief amount to Rupees Three Thousand at an early date. I believe that the Hon'ble Chief Minister will announce this on the // floor of the House.
 On this occasion I would like to draw the attention of the House to goods transport. At present transporters face a lot of difficulties at check posts in the State. They are stopped /// at each and every point resulting in a lot of delay. In order to enable smooth transport of goods, I request that all check posts should be computerised. In the same manner, details of checks and fines levied (4) should be made available online so that once checked, the lorries are able to pass through all points without trouble.
 As you are aware, the problem of air pollution is increasing day by day. On behalf of / the Opposition, I would request the Government to set up emission testing centres as soon as possible. At the same time, motor vehicles should shift gradually from diesel to electricity. As a matter of fact, it is part // and parcel of the policy of the Central Government. In the first place, I would request that electric buses should be introduced by the Government of Tamilnadu as early as possible.
 Hon'ble Speaker Sir, I thank you /// once again for this opportunity. I hope and trust that the points made in the course of the discussion would receive favourable consideration of the Government as soon as possible. With these few words, I conclude my speech. (5)

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Hon'ble Speaker Sir, I thank you /// once again for this opportunity. I hope and trust that the points made in the course of the discussion would receive favourable consideration of the Government as soon as possible. With these few words, I conclude my speech. (5)

Tips for answering condensation question:

1. You need not transcribe the entire passage and then write condensation. Writing draft copy is also not necessary as long as you are sure that you can confine your answer within the prescribed length. In 150 words per minute exam, you have to condense the passage in about 250 words though plus or minus 50 words is not penalised. If it exceeds this, 5 marks will be deducted.
2. Writing one main heading and one sub-heading is compulsory.
3. Your answer should be in indirect form of speech using past tense.
4. Number of words to be counted and entered at end. Failure will be penalised.
5. Read the model answers given in this book to improve your language and diction.
6. Use a few bombastic words to show your command over English language.
7. Observe the bombastic words used in this book and try to use them in your answers.

ADVANCED READING

TNGTE - FEBRUARY 2022 - 150 wpm - I ppr - 1119- CD.339/20,22

Mr. Speaker, at the outset I would like to express my great pleasure for having been given the opportunity to speak today. The discussion on the Governor's Address gives us an opportunity to review the activities done / by the Government and discuss those which are planned during the course of the year.

The first and foremost point I wish to make, is with regard to the matter of co-operative banks. I believe that the State // has taken the guidance of the Union Government in this regard. This has been done with the sole objective of bringing this sector closer to villages. However, I would like to point out that in actual practice /// there are some difficulties. In this connection, I would like to touch upon a few of them during the course of this discussion.

Despite the fact that many norms have been simplified, I find that there are still (1) certain areas of concern. First of all, the conditions for granting loans vary in different parts of the State. I request the Hon'ble Finance Minister to give personal attention to this aspect of the matter. On the / other hand, I would like to request the Government to waive loans of small farmers affected due to recent drought in different parts of the State.

I am very glad to note that many new schemes have been // announced for the welfare of the poor and needy people. You will remember that recently few Slum Board buildings collapsed causing great loss to the occupants. It appears that the buildings were not built properly and have /// weakened in course of time. On this occasion, I would like to thank the Government for providing financial assistance and new allotments to those affected.

Hon'ble Speaker Sir, reference has been made in the Governor's Address about industries. (2) In my opinion, globalisation has changed the trend and we have to modernise our industries in course of time. In this regard, I request the Government to form a Committee to bring changes as soon as possible. / I am sure that this would go a long way in improving employment opportunities in the State. I would like to bring to the attention of the House the fact that our State has the advantage of skilled // labour and

we must use it to the best of our ability.

The other thing to which I would like to refer to is regarding employment. There is a proposal for giving preference in Government employment to /// educated youth whose parents are illiterate. In this connection, I request that their annual income can be taken into consideration to help those from poorer sections of the society.

On this occasion, I wish to point out that (3) the new farm laws proposed by the State could not be implemented due to notification of a Central Act in the matter. As you are aware due to sustained protests by farmers in several parts of the / country, the Central law has now been repealed. I would therefore request the Government to bring back the State legislation as early as possible, as it is more suited to the needs of our farmers.

The next point // I would like to bring to your kind attention, is bus transport. Due to the pandemic, the Transport Corporations could not run buses normally for about one year. Moreover the price of diesel has increased to a /// great extent. Due to this, they suffered huge losses. In order to make up for this, I find that there is a proposal to increase the bus fares. In the circumstances, I would request the Government to think (4) of running electric and solar buses. I hope and trust that we would be able to reduce expenditure on fuel in this manner. At the same time, this would be helpful in reducing pollution.

Mr. Speaker, finally / I would like to say a few words on the power situation. You are aware that electricity is important for our activities. It is a matter of great satisfaction that in the last few years, we are nearly // power surplus. However due to huge losses, the Electricity Board is forced to raise the tariff. I would like to suggest solar energy in this matter also. I would therefore request the Government to provide at least /// fifty per cent subsidy for solar units in houses and farms. I am sure that this would go a long way in conserving our resources and reducing pollution.

Hon'ble Speaker Sir, With these words I conclude my speech. (5)

(13) Answer to

TNGTE – 150 wpm – February 2022 – II paper – Code: 1231

SALIENT POINTS

Flood relief Rs.500 crores

Smart cards

Dearness Allowance to Government Employees

Relief amount to fishermen during ban period

Problems of transporters at check posts

Air Pollution

DEARNESS ALLOWANCE TO BE INCREASED SHORTLY

Granting increase in dearness allowance to Government Employees biannually was stopped last year to mobilise funds to fight COVID infection. Speaking on the Budget discussion an Honourable Member beseeched the Government to immediately increase Dearness Allowance suitably as the situation had become better in our State.

Thanking the Honourable Finance Minister for providing Rs.500 crores towards flood relief, he requested the Government to waive all loans of farmers as they have lost their crops totally due to floods during the last two years.

SMART CARDS FOR PUBLIC DISTRIBUTION SYSTEM

Congratulating the Government on the introduction of smart cards he observed that it would remove bogus cards and prevent diversion of ration

commodities to other parts of the country. He suggested to allow any member of the family to receive rations that too from any part of the State instead of head of the family only.

SUCCOR TO FISHERMEN

The fishermen who operate along the long coastline of our State found it difficult to run their families during the ban period of two months annually. Recalling that the Government during the previous regime gave diesel subsidy, he requested the Government to hike the relief amount to Rupees three thousand early.

COMPUTERISATION OF CHECK POSTS

In order to alleviate the difficulty of transporters at check points, he requested the Government to computerise all check posts. Details of checks and fines levied ought to be made available online so that once checked, the vehicles could pass through all points without trouble.

As the problem of air pollution was increasing the Government had to set up emission testing centres. He exhorted the need for motor vehicles to shift from diesel to electricity. He requested the Government to introduce electric buses early.

*Total number of words in the above epitomized answer
(excluding heading and sub-heading) .. 274*

ADVANCED READING

TNGTE - 180 wpm - FEBRUARY 2022 - 1329 - CD.348/18,19

Hon'ble Speaker and Members of the Assembly, I deem it an honour to address you inside this great Assembly Hall. I thank the Hon'ble Speaker, the Chief Minister and all the Members for according me this honour. I am very glad that I have been / given the privilege of inaugurating your library and auditorium which would be very useful for the Hon'ble Members. I would like to place on record that I shall cherish these moments for a long time to come.

It is a matter of pride and happiness // to visit this land of the rising Sun. It is well known that the State of Arunachal Pradesh has many different ethnic people living together in peace. As a matter of fact, it is one of the best examples of unity in diversity.

On this /// happy occasion, I would like to appreciate the sincere efforts you are making to build on your strength. I will be failing in my duty if I do not mention that your State has the potential to become the fruit market of India. In addition (1) to this, you have other natural resources to become a global tourist destination.

I would like to call the attention of the House to the fact that your State is also blessed with a great landscape. You have many big rivers flowing throughout the State. / In course of time, we can generate hydro electric power to a large extent. I see no reason why your State should not be called the power house of the country.

I would like to draw your attention to another aspect of the matter. You // also have great cultural traditions well preserved over the years. I have no doubt that this will help to increase tourist potential. It is a matter of great satisfaction that your boys and girls are one of the best in the field of sports and /// games. I hope and trust that the State Government continues to promote sports and games with modern facilities. On this occasion, I would like to point out that this building marks the progress made by you in the last few years. I am also pleased (2) to take note of the rapid steps taken in socio economic development. In view of the fact that your State is located in an important place, the Government of India has been giving special attention to this region in the last few years. I have / no doubt that this has resulted in significant gains. I have every hope that this would bring you closer to the rest of India.

In this context, the role of this House is very important. Effective participation of the Honourable Members of this House will // go a long way in ensuring

peace and development. I have no doubt that the State Assembly provides the best forum for this process.

Honourable Member, I am glad to note that you have resolved to break from the past and script a new future. /// On behalf of the Government of India, I would like to assure the House that all help would be given to you in achieving your goals. It has to be borne in mind that the large number of projects completed here in the last few (3) years is a clear proof in this regard.

It is a matter of great satisfaction that in the last ten years we have bestowed due attention on the North Eastern States. It is gratifying to note that the per capita income of some of the / States here have exceeded the national average. Similarly, almost all the States in this part of the country do better in terms of Human Development. As a result of our efforts to build roads and dams, we have seen great progress in peace and security. //

I compliment the Honourable Chief Minister and Members of this House for their role in the rapid development of this State. At the same time, I would like to point out certain areas for the attention of the Government. Some of the areas of concern /// relate to road facility, child health and quality of education. I am confident that these aspects will receive your best attention in the years to come.

As Chairman of the Upper House, I think it is my duty to refer to legislative bodies when I (4) speak on the floor of this House. In my opinion, democracy is the best form of governance. It is a matter of concern that the people are upset over disruptions of the House by Hon'ble Members. I feel that much less time is devoted for / debates. In the past few years the conduct of some members while obstructing the proceedings is not good for the welfare of our country. This is a sorry state of affairs. I wish to draw the attention of the House to the fact that the // telecast of proceedings has not helped in this regard.

I would like to take this opportunity to request the Honourable Members to think beyond political compulsions and keep the people's welfare in mind. In the present situation, Honourable Members of the House have more responsibility. /// Ours is one of the largest democracies and let us make it the best.

Today, I am visiting several parts of the State. I am glad to meet the people in this part of the country. With these words, I conclude my speech. Thank you. (5) *

ADVANCED READING

TNGTE - 200 wpm - FEBRUARY 2022 - 1516 - CD.357/18,19

Ladies and Gentlemen,

I am very happy to be present here and to release a book published by the Centre for Good Governance. You are aware of the fact that the author of the book is a senior officer in the Government of India. He has rich experience in public / service and governance. I am glad to note that his wisdom has been shared in this book for the benefit of the country. I would like to place on record my compliments to the author for his efforts.

In my opinion, the subject matter of this book is very important // to our present situation. On this occasion, I would like to bring to your attention, that all over the country, ethical values are going down in all walks of life. As a matter of fact, every profession has seen decline in values, in all parts of the country. We see /// a number of corruption cases daily. I believe that this has not happened all of a sudden. This has taken roots many years back. I am glad to see that this book identifies these issues and at the same time, gives some good solutions.

I would like to state that (1) I have met several honest Officers all over the country. It is a source of great satisfaction that there are still a large number of sincere Officers serving the country. I have no doubt, that there are many retired civil servants who are known for their sincerity. It must be / borne in mind that they have made many sacrifices for the development of the country. On this occasion, I would like to salute them.

In this connection it is necessary for us to remember that the pandemic has helped us find such people at all levels. These include doctors, policemen, // sanitary workers and other frontline people. It is a matter of great satisfaction that these people have put the country before themselves. They risk their lives for the welfare of the country as a whole.

On this occasion, I would like to remind that we have to address the issue /// of corruption, as a matter of necessity. Due to its rapid growth, we are not able to uplift the people much, in spite of the fact that the country is growing at a rapid pace. As you are aware, corruption undermines democracy. At the same time, it also weakens our (2) institutions. It has to be borne in mind that it affects the development of our nation as a whole. As a result, public trust on the Government will decrease in the long run. We find that funds allotted for welfare measures get diverted by people, who have power and authority. /

In this connection, I would like to draw your kind attention to one thing. You are aware that the fight against corruption is a long one, due to the fact that the legal process

takes a number of years. We are not able to get conviction in time. My dear // friends, it is necessary that we should improve our judicial system so that all such cases come to a conclusion within a short span of time. It is a matter of satisfaction that the Special Courts have helped in this regard, but much needs to be done in the years /// to come.

As a matter of fact, on behalf of the Government I would like to request the officials and the public to offer suggestions in this regard. I would like to assure you that they would be taken into consideration, as far as possible. In this connection, I believe (3) that new technology will be able to play a great role in such matters. There has been increase in digital payments and changes in the banking sector. As far as possible, most of the public services have to be made online early to the best of our ability. In addition, / there must be a system to register and follow up complaints. In other words, those who expose corruption should be provided with a reliable and safe platform. On this important occasion, I would request the civil servants to be vigilant all the time and take measures to improve integrity in // public life.

We must not lose sight of the fact that decline of ethics directly affects the welfare of the common man. It is therefore absolutely necessary that we should have no tolerance towards corruption. On the other hand we should encourage honest officials and members of the public with /// due recognition. On this occasion, I would like to assure you that this Government will take all steps in this direction. As a matter of fact, it must be borne in mind that the media has a great role to play in this regard. I am sure, with their support (4) we will be able to fight this threat easily in the years to come.

Ladies and Gentlemen, we have to change the mindset of the people. It is absolutely necessary to have moral education in our schools and colleges. As a matter of fact, I would like to suggest that / our youth should serve in National Cadet Corps for two years in their college days. In addition to this, we have to impart ethical training to public servants while joining service.

As you are aware, people should always be kept at the centre of good governance. At the same time, // we have to reduce delays and ensure the timely delivery of services. In this connection, I would like to suggest single window clearance and online approvals, as far as possible. It is therefore necessary that we make rules early to ensure transparency and accountability in public services. As a matter /// of fact, it appears to me that there should be efforts to improve moral values in all sections of the society.

My dear friends, I do not want to take your time any further. With these words I would like to conclude my speech and thank you for the opportunity. (5) *